

**Subject:** Agenda for meeting tomorrow  
**From:** "Joanne Kumamoto" <jkumamoto@aol.com>  
**Date:** 10/10/17, 9:40 AM  
**To:** Gene.Green@lacity.org  
**CC:** AKumamoto@aol.com; Ellenendo@yahoo.com

Hi Gene,

As we are drafting the strategic plan we will need your input on several areas. We are still working and there may be more questions before we meet, but here are some of the areas we'd like to get your input.

An overall Japanese Garden Staff Organizational chart which might include proposed positions. What would be the roles and responsibilities for a proposed new organization.

Is there a plan for the transfer of knowledge? I know you mentioned a volunteer training tape.

Proposed relationship to the Reclamation Plant and future exhibits/public activities.

The relationship between the Volunteer Docent Program/ Tea Service and Gift Store Activities and the Advisory Committee. The role of the Volunteer Committee (Recruiting new volunteers, training volunteers, volunteer management.)

Has there been any thought on the appropriate maximum number of visitors and how that can be controlled? (What is done on Mother's Day?)

Is there a written operations manual for the Gift Store?

Here is a start. We may have more questions.

See you tomorrow.

Joanne